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State of Idaho
Department of Administration
Division of Public Works

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September 3, 2021

REQUEST FOR QUALIFICATIONS (RFQ)

TO: Design Build Teams

BUM FROM: Pat Donaldson, DPW Administrator 

SUBJECT: DPW PROJECT NO. 21273
UI: Seedling Production Greenhouse
Pitkin Nursery
Moscow, Idaho

RFQ submittal packages will be received at the Division of Public Works (DPW) office, located at 502 N. 4th Street, PO Box 83720 Boise, ID 83720-0072, by 2:00 p.m., Mountain Standard Time Zone, on **October 6, 2021**, for furnishing design build services to the State of Idaho.

Questions that arise as a result of this Request for Qualifications should be addressed to:

Elaine M. Hill, DPW Project Manager
Division of Public Works
502 N. 4th St.
PO Box 83720
Boise ID 83720-0072
(208) 407-8221

Modifications (addenda) to this RFQ, if any, will be posted on the Division of Public Works web page at <https://dpw.idaho.gov/professional-services/>. It is recommended that responders to this RFQ check this page prior to making their submittal.

This project will be funded by State of Idaho funding. The Division of Public Works (DPW) will administer the project according to the terms and conditions of the award, State laws and guidelines. The Design-Build team will receive general instructions through the State. A Project Manager from DPW will be assigned to serve as project manager and liaison between the Department of Administration, the Agency, and the Design-Build team. All site investigation shall be at no cost to the owner.

DESCRIPTION OF PROJECT

The Franklin H. Pitkin Nursery, the state nursery of Idaho since 1909, grows 500,000 seedlings each year for reforestation, windbreaks, wildlife habitat and Christmas tree production. The Pitkin Nursery provides hands-on training in commercial production and research to meet the planting needs of Idahoans and the University of Idaho Experimental Forest. As the only commercial-scale university research nursery in the western United States, and the only program that provides a seedling-to-log education experience, the Pitkin Nursery is critical to western forestry needs. More than 1,200 customers are annually served throughout Idaho and the western United States. Sixty-eight different plant species are grown each year including conifers, shrubs, deciduous trees, and forbs. New modern greenhouse technology is needed to replace aging infrastructure that will enhance student education, expand training to private and agency nursery professionals, maintain industry-relevant research, and meet growing demand for seedlings Idaho.

This Request for Qualifications is for all required site work, structure, irrigation booms, heating/electrical and related equipment for the labor and installation of two gutter-connected greenhouses with a 100,000 seedling capacity per unit to optimize research trials and help to meet growing demand for quality seedlings in the region. The University of Idaho has requested the Semi-automated Cravo® “A-Frame” Retractable Roof Greenhouses with internal retractable blackout curtains to optimize growing conditions be used as the Basis of Design.

REQUIRED SERVICES

The State is requesting proposals for complete Design-Build services including design through construction. A total project budget of approximately \$950,000 has been established to include fees, reimbursables, contingencies, and testing. A relatively complete construction cost estimate will be required following the Schematic Design Phase and must be updated at each additional phase.

The Design Build team shall have a current Public Works contractor license in the State of Idaho in addition to a Design Professional licensed in the State of Idaho.

The Design-Build team shall be responsible for the design phase which includes review of project scope and priorities; schematic design; design development, construction documents, and approvals by the authorities having jurisdiction.

The Design-Build team will be required to meet monthly with the Project Manager for the purpose of providing a verbal and written report regarding the previous month's progress. Such monthly meetings will show funds expended in the completion of the project and specific accomplishments related to the completion of the project.

The Design Build team will be required to upload all documents to DPW's cloud-based project management system, Projectmates. Documents may include, but are not limited to meeting minutes, sketches, diagrams, programming analysis, photographs relevant to the project, drawings, project

manual, schedules, cost estimates, field reports, RFI's, Submittals, Proposal Requests, close out documents, warranties, etc.

The Design-Build team shall keep in mind that during all phases, code compliance, energy efficiency, and building maintenance concerns should be incorporated into the design.

The Design-Build team shall develop all necessary presentation materials for, at minimum, one (1) presentation to the Permanent Building Fund Advisory Council.

The Design-Build team shall be responsible for the Construction Phase shall include: construction and construction administration by the Builder as well as the Architect/Engineers of Record. Construction administration will also include conferences, weekly site observations, document management as noted above, and progress meetings with the Agency and DPW.

QUALIFICATION STATEMENT CONTENT

A. **Basic Qualifications:** Provide basic data relative to the Design Build team's size, history, personnel, resources available, production capabilities and general information. Individual resumes, awards, associations, etc., may be included. Office brochures should be submitted separately as supplemental data (an electronic link to firm's website is acceptable).

The Division of Public Works reserves the right to investigate and confirm the candidate's financial responsibility. This may include financial statements, bank references and interviews with past consultants, employees and creditors. Unfavorable responses to these investigations are grounds for rejection of RFQ submittal.

B. **Specific Qualifications:** List the design professionals and consultants expected to accomplish the work. The design professionals and consultants should have an understanding of the local area and local demographics. Describe who will perform the various tasks, the amount of their involvement and responsibilities, their qualifications, and relevant special expertise. Provide a list of at least three (3) projects, with brief descriptions, which show the person's ability to complete projects of this scope.

C. **Approach to Project:** Include a statement of your approach to this specific project, including design philosophy, understanding of project scope, challenges and opportunities as well as alternative concepts and methods for consideration.

D. **Special Requirements:** Provide information regarding special expertise with this type of project. Examples are: any special training and previous experience with this type of project.

E. **Examples of Work:** Renderings, photographs, drawings, and applicable documents may be submitted as examples of your work. For Design-Build teams who have done work for the Division of Public Works in the past seven years, a reference to the project or projects will be sufficient in lieu of examples.

F. **Past Performance:** Submit recent reference letters from prior clients or client representatives. Letters from projects listed in item B are preferable. In addition, past performance comments may be obtained from Division of Public Works and Agency staff.

G. **Format:** To assist evaluation it is desirable to format the submittal similar to the headings listed above. The submittals should be clear and to the point. Emphasis should be placed on specific qualifications of the people who will perform the project and the approach to the project.

SUBMITTAL

Submit five (5) hard copies of the submittal; include one USB drive containing a PDF of the submittal. In your RFQ cover letter, include the email address of the primary contact person; **failure to provide this information may result in the proposal being nonresponsive.**

EVALUATION, INITIAL RANKING

A selection committee consisting of two (2) persons from DPW, two (2) persons from the agency, and an independent Professional will rank the submittals. At least three (3), but not more than five (5), firms may be selected for presentation-interviews. The initial ranking criteria will be weighted according to the following:

	Criteria	Maximum Possible Points
A	Basic Qualifications	10
B	Specific Qualifications	25
C	Approach to Project	25
D	Special Requirements	15
E	Examples of Work	10
F	Past Performance	10
G	Format	5
		100

EVALUATION, FINAL RANKING, INTERVIEW PROCESS

The Design Build teams invited for a presentation-interview will receive a final score based on the selection committee's final ranking of the criteria noted below. It is anticipated that the Design Build Team will be presenting in person on the UI's Moscow Campus. Each presentation-interview will be a maximum of one hour: 25-30 minutes to recapitulate qualifications A-F and demonstrate via verbal and visual communication the ability to complete the design build services through the design phases, bidding, contracting, and construction and closeout; 15-20 minutes for the selection committee to ask questions; and 5-10 minutes for the Design Build team to ask the committee questions and provide their closing comments.

Criteria	Maximum Possible Points
Virtual and Verbal Demonstration of Qualifications	40
Special Requirements	20
Q & A	20
Communication Skills	20
	100

PROPOSED DATES:

Receive RFQ Submittals	Date: October 6, 2021, 2:00pm / DPW Boise Office
Oral Interviews	Date: October 25, 2021, Afternoon / UI Pitkin Classroom
PBFAC Selection Approval	Date: November 2, 2021
Negotiate Contract	Date: November 2021
Design Development Presentation	Date: February 2022
Final Construction Documents	Date: April 2022
Substantial Completion	Date: November 2022

SELECTION

The State will attempt to select a firm at the next scheduled Permanent Building Fund Advisory Council meeting. Upon selection of a firm, the State will issue a letter of intent. However, final award is contingent upon the successful negotiation of an Agreement.

The contents of the submittal may be used in a legal contract or agreement. Candidates should be aware that methods and procedures proposed could become contractual obligations. The successful firm will be required to sign an agreement including the State's standard terms, including a requirement to carry and maintain a minimum of \$1,000,000 professional liability insurance

coverage, except in special circumstances. An example of the State of Idaho's Design Build Agreement can be found on the DPW website <https://dpw.idaho.gov/docs-forms-guides>.

The State reserves the right to reject any or all proposals received as a result of this request.

The State may also negotiate separately with any source in any manner necessary to serve the best interests of the State of Idaho. Awards will be made on the basis of submittals resulting from this request and subsequent interviews and the associated ranking criteria noted above.

Attachment:

21273_CNR_Seedling_Greenhouses_Proposed_Site

End of 21273 RFQ

University of Idaho
DPW 21-273 CNR Seedling Greenhouses at Pitkin Nursery, Moscow, Idaho
Proposed Site

